

Placer County Health and Human Services Department

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Temporary Food Facilities at Community Events - SUMMARY -

A. Program Description

Community fairs and festivals that have two or more temporary food facilities need to have an event organizer. Both the event organizer and each individual food vendor need to have permits from the local health department. Environmental Health has developed a simplified permitting process. The following description summarizes event organizer and food vendor responsibilities at community events:

- <u>Event Organizer</u>. The event organizer is asked to: (a) Distribute and then collect completed food vendor applications, (b) Provide a map of the event site, and (c) Assure the event has adequate rest rooms, waste collection and disposal, and janitorial services.
- <u>Food Vendors</u>. Individual food vendors are asked to provide information about their menu and food handling practices so Environmental Health staff can assess risk and advise or inspect accordingly. Individual food vendors are brought into the program as partners when we ask them to complete a self-inspection of their facility and food handling practices.

These instructions do not apply to non-profit charitable organizations sponsoring their own annual fundraising event. For those events, the non-profit charitable organization should complete a *Non-Profit Annual Fundraising Event Application* that can be obtained from Placer County Environmental Health.

B. Fees

1. Event Organizers

Event organizer fees are based on the number of participating **for-profit** food vendors. Vendors that are qualifying Veterans or that represent a non-profit charitable organization or are a Placer County permitted mobile food facility are excluded from fees charged.

C. Attachments

The following attachments (**eleven pages**) further describe the program and provide user-friendly information for the community event organizer and food vendors:

- Event Organizer Instruction and Application (pages 1 to 3)
- Food Vendor Instruction, Application and Self Inspection (pages 4 to 9)
- Food Booth Enclosure and Washing Information (pages 10 & 11)

Temporary Food Facilities at Community Events Application Instructions for Community Event Organizer

A. Introduction

The purpose of this application is to assist Placer County community event organizers in working effectively with the food vendors to assure safe and sanitary food service. This application applies to both for-profit and non-profit vendors participating in community events such as fairs and festivals.

This application is not intended for either: (a) Private events for members and invited guests, or (b) Non-profit charitable organizations holding their own annual fundraising event separate from a more inclusive community event.

B. Responsibilities

Community event organizers have four primary responsibilities:

- 1. Make copies of pages 4 to 11 and distribute to each participating food vendor and then collect (pages 5 thru 8) from the vendors for submission with the *Event Organizer Permit Application*
- 2. Complete the *Event Organizer Permit Application* (pages 2 & 3) and submit it along with the collected *Food Vendor Permit Applications* (pages 5, 6, 7 & 8) and applicable fee to Placer County Environmental Health at least **two weeks** before the event. (Note: You may attach your own site map which includes all items on the checklist.)
- 3. Remind food vendors to **retain** and fill out the **F**ood **V**endor **S**elf **I**nspection form (page 9) on the first day of the event after setting up the booth but prior to beginning operation. This form shall be posted inside the facility.
- 4. Provide adequate sanitation support services for the event, such as chemical toilets with hand washing stations, janitorial services and waste disposal.

C. Fees

Fees for community events are based on the number of participating food vendors and are intended to partially cover the costs accrued by Placer County Environmental Health.

The fees are updated annually and can be found on our website at:

http://www.placer.ca.gov/Departments/hhs/env_health/Applications%20Forms%20Fees/Fee%20Schedule.aspx

Also, please call us at (530) 745-2300 and ask for the Consumer Protection Section, for any questions.

Please note also, that Vendors that are qualifying veterans or that represent a Non-Profit Charitable organization or are a Placer County Permitted Mobile Food Facility are not included in the fee charged.

D. Additional Information

For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office (530) 581-6240.

Temporary Food Facilities at Community Events Application for Community Event Organizer

Completion of this application requires: (1) Identification of Vendor Type, (2) Set of completed food vendor applications for all participating vendors, (3) Site map, and (4) Permit Fee.

Event Name			Organizer Name/Contact Name		
Event Location			Organizer Mailing Address		
Sta	arting Date	Ending Date	City	State Zip	
Hours Anticipated Attendance		Organizer Telepho	Organizer Telephone Number		
Id	entification of Ve	ıdor Type			
(pa	ages 5, 6, 7 & 8) from		ndor and a site map. M	ood Vendor Permit Applications lake sure all items on the site vent.	
	Ven	dor Type	Number of Vendors	Fees	
	For-Profit				
	Non-Profit Organization OR	Qualifying Veteran ⁽¹⁾		No charge Vendor application is required	
	Non-TFF Placer County Pen	mitted Mobile Food Facility		No charge Vendor application is required	
		Total		\$	
att pro oth as:	event organizer fees ertify that I am familiar wi ached site map checklist ovision and maintenance ner temporary food facilit	th the infrastructure requirementaken from the California Heal of restrooms with hand washing common services. I also und	ents for food service at co th & Safety Code), and th ng, water supply, waste ro derstand that depending o	emoval, janitorial facilities, or any	
Ev	ent Organizer Signature		Date		
C	Office Use Only				
	echs Amt Paid:	Date Paid:		#: Ck Date:	
] Yes [] No [] Site M		Vendor Applications Rec.	
[[] Event PE#: [] Single Event				
С	complete: [] yes [] no	REHS Signature:		Date:	

Temporary Food Program Summary

Site Map- Temporary Food Facilities at Community Events

Site Map Checklist
☐ North arrow
☐ Cross street for reference
☐ Vendor location
Toilet and hand washing facility location Notes: A. There needs to be at least one toilet and hand washing facility for every 15 food workers within 200 ft of each food service facility. B. Hand washing facilities must have hot and cold running water, soap, and single use towels in permanently installed dispensers and receptacle for paper towel waste.
Janitorial facilities The event needs adequate janitorial services for cleaning facilities and rest rooms.
Location where vendors will dispose of their waste water
Garbage collection and storage locations
Potable water supply (if on-

Temporary Food Facilities at Community Events Application Instructions for Food Vendor

A. Introduction

The purpose of this application is to assist Placer County temporary food facility vendors in working effectively with the community event organizer to plan safe and sanitary food service. This application applies to both for-profit and non-profit vendors participating in community events such as fairs and festivals.

This application is <u>not</u> intended for either: (a) Private events for members and invited guests, or (b) Non-profit charitable organizations holding their own annual fundraiser, separate from a more inclusive community event (see the *Non-Profit Annual Fundraising Event Application* for these events).

B. Responsibilities

Temporary food facility **vendors** participating in a community event have two primary responsibilities:

- 1. Complete *Food Vendor Permit Application* and booth floor plan (pages 5, 6, 7 & 8) and submit it to the event organizer at least **3 weeks** in advance of the event.
- 2. Before the event or at the beginning of the event, perform a self-inspection using the *Food Vendor Self Inspection* form (page 9). Do not send this form to the event coordinator. Please post it in your facility.

Food vendors need to meet all applicable facility, equipment, and food handling requirements listed on the self-inspection form. Placer County Environmental Health staff are available to help vendors plan their food service operation and can answer questions that arise concerning best food handling practices. Based on an assessment of the proposal, Environmental Health staff may provide additional technical assistance by making one or more on-site inspections.

C. Fees

Placer County Environmental Health charges fees to the event organizer based on the number of vendors participating in the community event. The fee the event organizer charges individual vendors will often include event overhead fees.

D. Additional Information

For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

Temporary Food Facilities at Community Events Food Vendor Application

This application has two parts: (1) Risk Assessr	ment Checklist, and	(2) Food F	repar	ration Planner.
Event Name				or Name
Event Location			endo	or Mailing Address
Starting Date Ending Date		C	ity	State Zip
Event Organizer Name		V	end(or Telephone Number
shall have an owner or person in charge wh	o can demonstrat relate to the spec e to operate in a ssment and staff ice.	te to the e eific food fa manner of assignm	enforce acility cons nents,	, an initial phone interview and/or event Date
Menu Items	Food So	urce]	Processes Planned
Menu items	Approved ¹	Other ²		☐ Cold holding
☐ Ground beef/poultry patties (burgers)]	☐ Hot holding more than 30 minutes
Other ground/chopped/shredded mea	t 🗆			☐ Cooking
☐ Beef steaks, roasts, tri tip, etc.]	□ ≥ 1 day between preparing & serving
☐ Fried or roasted chicken]	☐ Direct hand contact with ready to eat food
☐ Roasted turkey				☐ Fruit and vegetable washing
☐ Lamb, duck, pheasant				☐ Cooling hot food
☐ Variety meats (liver, cold cuts, etc)				Re-heating food
☐ Fish fillets/steaks				Raw meat or poultry preparation
☐ Shellfish (e.g. lobster, shrimp, crab)				☐ Sampling of food
☐ Sushi				
☐ Cooked egg dishes (e.g. quiche)				Other
☐ Custards, cream desserts				Where will utensils be washed (e.g. community
☐ Dairy products				kitchen, restaurant, on-site)?
☐ Pasta dishes				
Potato, macaroni, other cold salads				If event is more than a single day
Refried beans, baked beans, rice				where will extra food be stored at the
☐ Gravies, soups				end of the day?
☐ Berries or cut melons				,
☐ Dips/Sauces				NOTE: At the end of the operating day, potentiall
☐ Canned/Packaged items				hazardous foods held at 45 *F or at 135*F or

Other (please specify):

114343

above shall be destroyed in a manner approved

by the enforcement officer. CALCODE section

¹ Food from permitted retail/wholesale facility

 $[\]mathbf 2 \hspace{0.1cm}$ Food from other source – explain (no home canned or processed food allowed)

Temporary Food Facilities at Community Events

Part Two: Food Preparation Planner

Complete the following table for each food item you plan to serve.

Food or beverage item (e.g. taco, ribs, lemonade, etc.) How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.) Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.) Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	If food is prepared off site: (ATTACH COPY OF HEALTH PERMIT) Location name: Location address: Contact telephone number: Type of transport container and method used to transport food:	-
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Event	Vendor Signature	Date

PLACER COUNTY HEALTH AND HUMAN SERVICES ENVIRONMENTAL HEALTH SERVICES

VENDOR BOOTH FLOOR PLAN

FACILITY/ VENDOR NAME:	
	EVEN
NAME:	

Per CAL CODE section 114381.2 floor plan (top view) of the facility must include the following:

- Proposed lay-out of equipment
 - Examples: cooking equipment, refrigerators/ice chest, sternos, steamer, etc...
- 2. Food Preparation Tables
- 3. Food and Utensil Storage (all food and utensils must be stored at least 6" off the floor)
- 4. Personal items storage
- 5. Hand washing facilities
- 6. Trash Receptacle
- 7. Ware washing facilities:

CIRCLE SANITIZER TYPE: Quaternary Ammonia, Bleach, or Iodine

8. Details of the materials and methods used to construct the temporary food facility:

CIRCLE ALL THAT APPLY: pop up tents, tarps, permanent food booth, and mobile food facility

TEMPORARY FOOD FACILITY OPERATING AGREEMENT BETWEEN VENDOR AND HEALTH DEPARTMENT

I agree that neither I nor any of my representatives will begin operation and food preparation at our temporary food facility until all of the following items are in compliance:

- The food facility is fully enclosed with proper overhead protection, flooring, and 4 sides with windows no larger than 216 square inches (food facilities with products individually prepackaged in an approved food facility do not require enclosure)
- An approved hand washing system is in place on a table, inside the facility. This includes a
 water container that allows for hands-free washing, hand soap in a pump dispenser, single use
 towels in a dispenser, and a catch basin for the waste water. (Not required for pre-packaged
 foods)
- 3-containers large enough to handle the largest utensil, containing respectively, soapy wash water, a clear water rinse, and a sanitizing rinse are in place, on a table, inside the facility.
- Approved cold holding equipment is available for all cold potentially hazardous foods foods are held at or below 45°
- Approved hot holding equipment is available for all hot potentially hazardous foods foods are held at or above 135°
- Outdoor cooking equipment is separated from public access to prevent food contamination or injury to the public. (This can be done using a rope, fence, caution tape, etc.)

I acknowledge the fact that any food that cannot be determined to be from an approved source through product labeling, receipts, or commissary letter will be subject to impound by authority of the California Retail Food Code Section 114393.

I understand that any person who violates the California Retail Food Code is guilty of a misdemeanor. Each offense is punishable by a fine not less than \$25 or greater than \$1000 or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment.

If I am found operating without the above items in place, I will be required to cease operations until all food safety requirements have been met.

I, a county health department is re	m legally authorized to execute this agrelying upon this authority.	eement and acknowledge that the
Event Name	Date(s) of	Operation
Business Name		Date
Signed by	Print Name	
Title/Position		

Food Vendor Self-Inspection (PLEASE POST INSIDE BOOTH)

This self-inspection form is designed to help the food vendor at a special event meet state food safety requirements. Note: This form is not intended for non-profit charitable organizations holding their annual fund raising events (see the *Non-Profit Annual Fundraising Event Application* for these events).

Event Name Vendor Name				
Inspection Date				
Item			Yes	No
Part One: Basic Requirements. All food vendors should complete this portion of their spotentially hazardous food, you do not need to complete Parts 2-4 of the self-inspection for		serving p	repackage	ed, non-
Self inspection completed and posted on booth, and vendor name, address, telephone no	umber posted on or adjacent t	o booth		
Approved source:* Food is purchased from an approved source and, if prepared off site, department.	the facility is permitted by a he	ealth		
Approved floor material: cement, asphalt, or covered with tarp, plywood, linoleum, or oth	er smooth, cleanable material			
All foods stored off the floor a minimum of 6 inches and no food stored outside of booth				
Adequate trash and garbage disposal receptacles available in booth				
<u>Part Two: Protection of Food from Contamination</u> . All vendors serving food that will of their self-inspection. If you are only serving non-potentially hazardous food, you do no				
Hand washing facilities provided within booth. (OK to use a 5 gallon container with valve rubbing, waste container, soap, and disposable towels.) *				
Fully enclosed food preparation/handling area (see Placer County Environmental Health's handout for additional information if needed)	s Food Booth Enclosure Infor	mation		
All non-packaged food covered or otherwise protected from contamination and condimen dispensing units	its served from approved	N/A		
Ice kept free from contamination and scoop used and refrigeration ice not used for bevera				
Three step utensil washing within the booth (OK to use three, clean 5 gallon buckets in water to wash utensils, (2) clear, hot water to rinse utensils, (3) warm, sanitizing solution	to sanitize utensils *			
Wastewater from sinks and other equipment disposed in the sanitary sewer. (Do not disp drains.)	pose of wastewater in storm			
<u>Part Three: Temperature Control</u> . All food vendors serving potentially hazardous food, of their self-inspection. If you are preparing the potentially hazardous food on site in your inspection form.	r booth you do not need to con	nplete Par		
Potentially hazardous food holding: (a) held hot at or above 135° F (PHF shall be destroy cold at or below 41° F or may be held at 45° F (but these PHF shall be discarded at end of	red at the end of the day), *or (of day).	(b) held		
Adequate and appropriate equipment for meeting temperature control requirements				
Thermometers provided to monitor potentially hazardous food refrigeration and metal stemessure potentially hazardous food temperature	m thermometer provided to	N/A		
Potentially hazardous food, previously held hot, not re-served to the public.				
Potentially hazardous food, previously cooked and then refrigerated, rapidly re-heated to				
Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperatu	ure)			
Outdoor BBQ: (a) adjacent to booth, (b) free from dust, (c) roped off from public access				
<u>Part Four: Protection of Transported Food</u> . All food vendors preparing potentially haz self-inspection.	zardous food off site should co	mplete th	is portion (of their
Food transported and stored in tightly covered, washable containers				
Transport containers adequately insulated to maintain potentially hazardous food either: ($F/45*F$	(a) hot $\geq 135^{\circ}$ F, or (b) cold ≤ 4	41 ⁰		
Vendor Comments and Notes. Please comment on any item marked "no." Use the back	ck of this form if needed.			
* 1				. ,
* Items identified with star (*) are extremely critical to public health, so violations permit. Per CAL CODE section 114335 et seq	may result in immediate cl	osure an	d revocat	tion of
Vendor Signature	Dat	e		

DO NOT RETURN WITH APPLICATION! POST IN BOOTH ON DAY OF EVENT



Temporary Food Facilities Food Booth Enclosure and Washing Information

This informational sheet is designed to assist community event organizers and food vendors meet state enclosure and washing requirements for food booths.

A. Enclosure Requirements

The following table summarizes enclosure requirements applicable to food booths:

Component of Booth	Requirement	Application
Floor	Smooth and easily cleanable	Pavement, plywood, and canvas are acceptable as flooring, but lawn, dirt, and sawdust are not acceptable.
Walls & Ceilings		
Full enclosure requirements do <u>not</u> apply: (1) If the vendor only sells prepackaged food (overhead protection is still required) or (2) If the vendor is a non-profit organization holding an annual fundraiser that is not part of a larger community event.	Completely enclose the booth to minimize the entrance of flies.	Walls and ceilings constructed of wood, canvas, plastic, or fly screening. Food service openings need to be equipped with tight-fitting closures.
Signage Signage requirements do <u>not</u> apply to non-profit organizations holding their annual fundraiser event.	Clearly identify the name, city, state, and zip code of the vendor.	Lettering 1-3 inches high, at least 3/8 inches wide, in contrasting color to background.

Public Health Importance of Enclosures

Enclosure of food booths is intended to prevent the spread of disease by flying insects, primarily flies. Flies are a concern because of their feeding habits. A brief description of this is presented in the shaded box. Beware, the description is graphic!

When flies land on your food, remember that they have an even greater attraction for feces and rotting flesh. They cannot eat solids, so before feeding they vomit a bit of their previous meal on their current meal. The acidic saliva in their vomit dissolves their current meal so they can eat it. Besides feeding on filthy material, they also collect and spread germs by rubbing their bodies, legs, and wings on the material they are eating. As a result of their feeding preferences and practices, flies are known to be an important agent for the spread of many foodborne diseases, such as salmonella infections, dysentery, etc.



Helpful Hints and Tips

- ⇒ Shade Pop-Ups are commonly used for ceilings in food booths and are available at garden supply stores or larger retailers.
- □ Insect or sun screening materials are acceptable for enclosure walls or ceilings and may be purchased at hardware stores in pre-cut rolls.
- Screening can be kept closed using Velcro or ties.
- ⇒ For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

SEE NEXT PAGE FOR WASHING INFORMATION

Temporary Food Facilities

Food Booth Enclosure and Washing Information

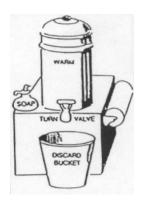
B. Washing Requirements

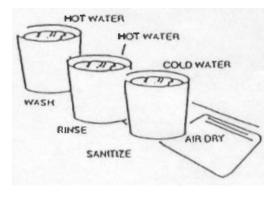
The law requires, as an ideal, separate hand washing facilities, **within a temporary food facility**, with hot and cold running water for unpackaged, high risk (potentially hazardous food) food service. These hand washing facilities must be separate from a required three (3) compartment stainless steel sink with dual drainboards. However, the law provides for local enforcement agencies to allow other hand and utensil washing facilities when it deems alternate methods are adequate.

Placer County allows the following in lieu of ideal requirements:

<u>Hand Washing Facilities</u> -- Provide a five gallon water container with warm water and a dispensing valve, which will leave hands free for washing. Also provide a wastewater container, soap dispenser, paper towels and receptacle for waste paper towels within the food booth. Thorough hand washing (with soap and warm water) is required:

- a) Upon entering food booth prior to any food preparation
- b) After using the restroom
- c) After breaks
- d) After sneezing or coughing
- e) After handling raw meats
- f) After handling garbage or chemicals or money etc....





<u>Utensil Washing Facility</u> -- Booths with food preparation require three five gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. **These shall be set up inside the booth**. One shall contain soapy water, one with clear water, and the other a bleach/water solution (use 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water).

Step 1: Wash in soapy water

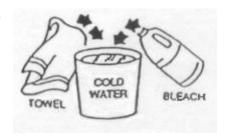
Step 2: Rinse in clear water

Step 3: Sanitize minimum 1 minute in sanitizer

Note: Do not rinse utensil after dipping in sanitizer

Step 4: Air dry

<u>Wiping Cloths</u> --Well sanitized tables, counter tops, cutting boards and other food contact surfaces prevent cross-contamination of food and have been shown to discourage flies. Cloths reused to clean and sanitize food contact surfaces must be **kept in a bucket of sanitizing solution**. A common sanitizing solution is 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water. Sanitizer in a **labeled** spray bottle is allowed in conjunction with single service paper towels.



<u>Wastewater</u> -- Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak proof container. Liquid waste must be disposed of into an approved sewage system or holding tank and <u>must not</u> be discharged onto the ground.